

Authorization Change Request – Add New Service – IDOC Only – Moving from Assessment or Pre-Treatment to a Treatment Level of Care

These instructions are only for IDOC clients.

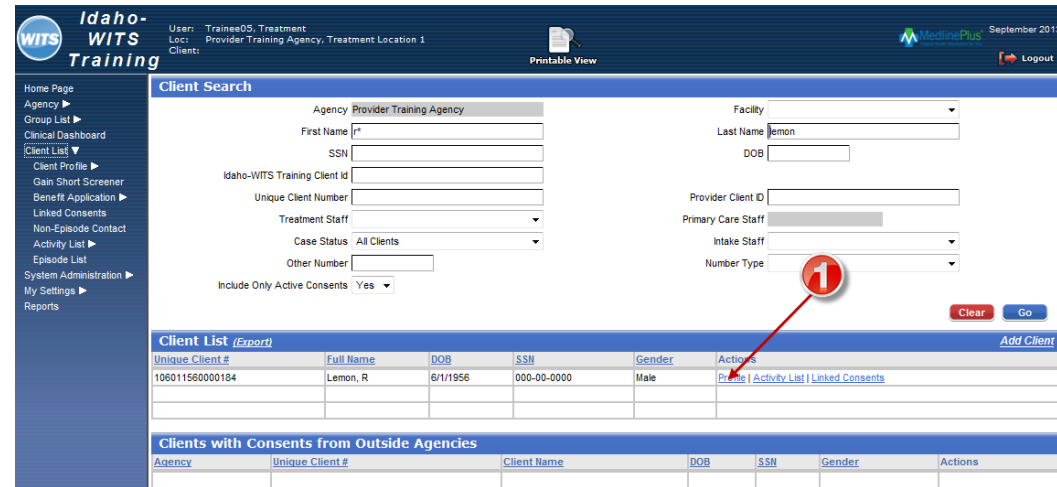
PREREQUISITES:

- Download and consent the GRRS in WITS to the Idaho Department of Correction Contractor.

1. **Getting here:** Login, select the Facility, select Client List on the Navigation Pane (left menu) to generate the Client Search Screen, find client, select Client Profile.

2. Select Authorization on the Navigation Pane.

3. Click Profile to review the active Authorization.



Idaho-WITS Training

User: Trainee05, Treatment Location: Provider Training Agency, Treatment Location 1

Client Search

Agency: Provider Training Agency

First Name: R

Last Name: Lemon

DOB: 6/1/1956

SSN: 000-00-0000

Idaho-WITS Training Client ID:

Unique Client Number:

Treatment Staff:

Case Status: All Clients

Other Number:

Include Only Active Consents: Yes

Facility:

Provider Client ID:

Primary Care Staff:

Intake Staff:

Number Type:

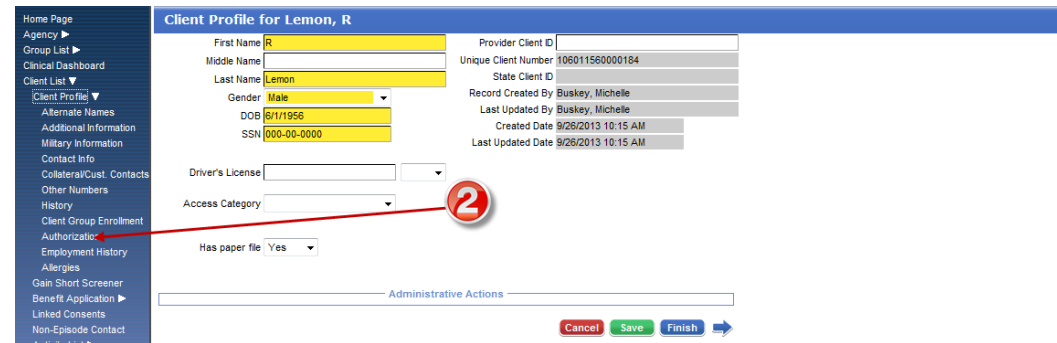
Clear Go

Client List (Export) Add Client

Unique Client #	Full Name	DOB	SSN	Gender	Actions
106011560000184	Lemon, R	6/1/1956	000-00-0000	Male	Profile Activity List Linked Consents

Clients with Consents from Outside Agencies

Agency	Unique Client #	Client Name	DOB	SSN	Gender	Actions
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Client Profile for Lemon, R

First Name: R

Middle Name:

Last Name: Lemon

Gender: Male

DOB: 6/1/1956

SSN: 000-00-0000

Driver's License:

Access Category:

Has paper file: Yes

Provider Client ID:

Unique Client Number: 106011560000184

State Client ID:

Record Created By: Buskey, Michelle

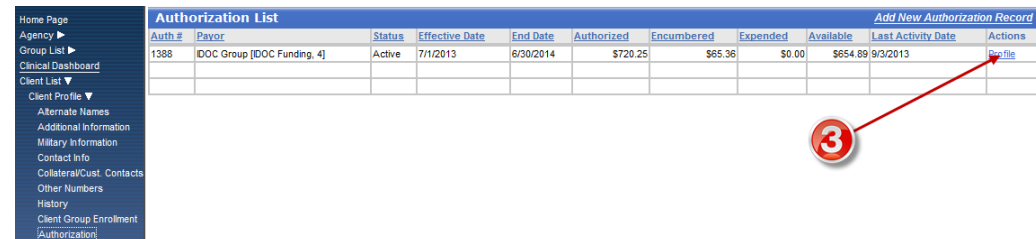
Last Updated By: Buskey, Michelle

Created Date: 9/26/2013 10:15 AM

Last Updated Date: 9/26/2013 10:15 AM

Administrative Actions

Cancel Save Finish



Authorization List

Add New Authorization Record

Auth #	Payer	Status	Effective Date	End Date	Authorized	Encumbered	Expended	Available	Last Activity Date	Actions
1388	IDOC Group [IDOC Funding, 4]	Active	7/1/2013	6/30/2014	\$720.25	\$65.36	\$0.00	\$654.89	9/3/2013	Profile

4. Click **Requests**.

5. Click **Add New**.

 The voucher can not be edited since Edit Local Voucher Key Activity is not selected for the contract plan.

Authorization for Lemon, R

Group Enrollment: IDOC Group Status: Active
Plan: IDOC Funding Contract: 4 - IDOC-Provider Training Agency / 7/1/2013 - 6/30/2014 - IDOC Funding-IDOC Gr
Authorization #: 1388 Date Approved: 7/1/2013
Administering Agency: Idaho Department of Corrections Updated Date: 9/26/2013 10:15 AM
Effective Date: 7/1/2013 Updated By: Buskey, Michelle
End Date: 6/30/2014 Stage:

Comments

Authorized Services List

Service	Authorized Units	Authorization Amt	Encumbered	Expended	Available Units
Outpatient	25	\$355.00	\$111.70	\$0.00	11.00
Transportation of Client	25	\$27.75	\$2.22	\$0.00	23.00
Drug/Alcohol Testing	25	\$337.50	\$13.50	\$0.00	24.00

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Actions

[Close](#)

[Requests](#)

Total Authorized: \$720.25

Total Encumbered: \$127.42

Total Expended: \$0.00

Total Available: \$592.83

[Finish](#)

Provider Authorization Change Request

Group Enrollment: IDOC Group Status: AC
Plan: IDOC Funding Contract: 4 - IDOC-Provider Training Agency / 7/1/2013 - 6/30/2014 - IDOC
Authorization #: 1388 Date Approved: 7/1/2013
Effective Date: 7/1/2013 Updated Date: 9/26/2013
End Date: 6/30/2014 Updated By: Buskey, Michelle
ATR Intake: 1/1/0001-
Stage:

Comments

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Authorization Change Request List

[Add New](#)

Date	Type	Service	Units	End Date	Status	Justification	Actions

[Finish](#)

6. Select the type of **Add New Service**.

7. Select the **Service**, enter the **Number of Requested Units**, and select the **Justification reason**.

8. Enter **Comments**. Note the current level of care (LOC) and the requested LOC. If new or additional RSS services are requested, include the name of the service, number of units, and justification for each RSS service.

NOTE: A separate Note to Authorizer should be completed if new or additional RSS services are requested and will be provided by a Stand Alone RSS provider.

9. Click **Add ASAM Concurrent Review**.

The screenshot shows the 'Authorization Change Request Profile' form. The 'Type' dropdown is highlighted with a yellow background and a red arrow pointing to it from a red circle with the number 6. A red box with the number 6 and the text 'Select Add New Service.' is also present. The 'Service' dropdown is empty. The 'Units' field is empty. The 'End Date' field is empty. The 'Justification' dropdown is empty. The 'Comments' field is empty. The 'Approver's Comments' field is empty. At the bottom, there is an 'Actions' section with a button labeled 'Add ASAM Concurrent Review'. To the right of the 'Actions' section are three buttons: 'Cancel', 'Save', and 'Finish'.

The screenshot shows the 'Authorization Change Request Profile' form. The 'Type' dropdown is set to 'Add New Service'. The 'Service' dropdown is set to 'Outpatient'. The 'Additional Units' field is set to '240'. The 'Justification' dropdown is set to 'See comments'. The 'Comments' field is highlighted with a yellow background and contains the text: 'LOC change from Pre-Treatment to Outpatient. New RSS services requested: Case Management - 90 units. R Lemon needs case management while in treatment.' A red circle with the number 7 is pointing to the 'Justification' dropdown. A red circle with the number 8 is pointing to the 'Comments' field. A red box with the number 8 and the text 'Note the current LOC and the requested LOC. If new or additional RSS services are requested, include the name of the service, # of requested units, and justification for each RSS Service.' is also present. At the bottom, there is an 'Actions' section with a button labeled 'Add ASAM Concurrent Review'. To the right of the 'Actions' section are three buttons: 'Cancel', 'Save', and 'Finish'.

10. Select a **Level of Care** for each Dimension.

11. Enter **Comments** for each Dimension.

12. Select the **Requested Level of Care** and the **Current Level of Care**.

13. Click **Save** and **Finish**.

14. Click **Finish**.

ASAM — PPC2R

Dimension	Level of Risk	Level of Care	Comments
1 - Acute Intoxication and/or Withdrawal Potential		LO Outpatient	Enter ASAM Comments for Dimension 1
2 - Biomedical Conditions and Complications		LO Outpatient	Enter ASAM Comments for Dimension 2
3 - Emotional, Behavioral, or Cognitive Conditions and Complications		LO Outpatient	Enter ASAM Comments for Dimension 3
4 - Readiness to Change		LO Outpatient	Enter ASAM Comments for Dimension 4
5 - Relapse, Continued Use, or Continued Problem Potential		LO Outpatient	Enter ASAM Comments for Dimension 5
6 - Recovery / Living Environment		LO Outpatient	Enter ASAM Comments for Dimension 6

Requested Level of Care: LO Outpatient
Current Level of Care: N/A
Clinical Override:
Comments:
Review Date: 10/28/2013
Program: Treatment Location 1/Pre-Treatment 10/1/2013
[ASAM Notes](#) Cancel Save Finish

Authorization Change Request Profile

Type: Add New Service
Service: Intensive Outpatient \$14
Requested Units: 240
End Date:
Justification: See comments
Comments: LOC change from Pre-Treatment to Outpatient. New RSS services requested: Case Management - 90 units. R Lemon needs case management while in treatment.
Approver's Comments:
Actions: [Add ASAM Concurrent Review](#) Cancel Save Finish

15. Select **Yes** to link the ASAM record with the Authorization Change Request.

16. Select **Yes** to change the end date of the Authorization.

17. Enter the **New End Date** and click **Save**.

18. Click **Finish**.

Do you want to link the existing ASAM record to the authorization change request?

Yes No

15

Would you like to request a change to the end date on the authorization?

Yes No

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New End Date

12/31/2013

Cancel Save

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Provider Authorization Change Request

Group Enrollment IDOC Group Status AC
Plan IDOC Funding Contract 4 - IDOC-Provider Training Agency / 7/1/2013 - 6/30/2014 - IDOC
Authorization # 1388 Date Approved 7/1/2013
Effective Date 7/1/2013 Updated Date 9/26/2013
End Date 6/30/2014 Updated By Buskey, Michelle
ATR Intake 1/1/0001-
Stage

Comments

Authorization Change Request List

[Add New](#)

Date	Type	Service	Units	End Date	Status	Justification	Actions
10/3/2013	Add New Service	Intensive Outpatient 514	240		Pending	Client needs this service as part of the overall treatment plan	Review Delete
10/3/2013	Change Voucher End Date			12/31/2013	Pending	Client needs this service as part of the overall treatment plan	Review Delete

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Finish